

LESSON TITLE: ACCIDENT PROCEDURES**A. TRAINING OBJECTIVE**

- TASK:** Demonstrate knowledge of procedures for handling accidents.
- CONDITIONS:** Given instruction in a classroom.
- STANDARD:** Correctly answer verbal questions when called upon.

B. INTERMEDIATE TRAINING. None.**C. ADMINISTRATIVE INSTRUCTIONS**

1. Training time: Recommended instructional time is 0.5 hours.
2. Training location: Scheduled classroom.
3. Training type: Conference.
4. Students: Scheduled personnel.
5. Principal and assistant instructors required: One primary instructor for each class of 20 students.
6. Training aids and equipment: Overhead projector, transparencies, and screen.
7. References: FM 21-305.

D. SEQUENCE OF ACTIVITY**1. INTRODUCTION.**

a. **Interest Device.** No matter how safe you drive, chances are someday you will be involved in an accident. Regardless of who is at fault, it is important that you know what to do.

b. **Tie-in.** If you are in an accident and not seriously hurt you need to act to prevent further damage or injury. The legal steps you are required to take at any accident are as follows: Step 1 - protect the area; Step 2 - notify authorities; Step 3 - care for injured; and Step 4 - collect information. (The above steps are not necessarily performed in that order. Each accident must be assessed to determine what should be done and in what order.)

c. **Lesson Objective.**

ACTION: After this lesson the student will know the procedures for handling accidents.

CONDITIONS: Given instruction in a classroom.

STANDARD: Correctly answer verbal questions when called upon.

d. **Procedures.**

(1) *Explanation.*

(2) *Summary.*

2. **EXPLANATION.**

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a. **Protect the Area.** The first thing to do at the scene is to keep other accidents from happening. Do the following to protect the accident area:

(1) If your vehicle is involved in the accident, try to get off the road. This will help prevent another accident and allow traffic to move. (Even before the arrival of police, you may move the vehicles if they are a traffic hazard.)

(2) If you are stopping to help, park away from the accident. The area immediately around the accident will be needed for emergency vehicles.

(3) Put on your flashers.

(4) Set out reflective triangles or flares (if you have these emergency items) to warn other traffic. Make sure they are located in an area where other drivers can see them in time to avoid the accident.

b. **Notification of Authorities.** Notify authorities (civil or military depending on who has jurisdiction) for emergency services (police, ambulance, rescue, or fire fighting). If you have a cellular telephone, call the emergency help number or the local emergency information number (or if you have a CB, call the emergency channel), before you get out of your vehicle if possible. If not, wait until after the accident scene has been properly protected, then telephone or send someone to telephone the police. Try to determine the exact location of the accident.

c. **Care for Injured.** If a qualified person is at the accident scene and helping, stay out of the way unless asked to assist. Otherwise, do the best you can to help any injured parties. Follow these procedures when giving assistance:

- (1) Do not move an injured person from a wrecked vehicle unless you have the necessary medical training or there is another immediate danger, such as a fire.
- (2) Stop heavy bleeding by applying direct pressure to the wound.
- (3) Keep the injured person warm.

d. **Collect Information.**

- (1) Exchange information with other people involved in the accident.
 - Name, address, and driver's license number of other drivers.
 - License plate numbers of other vehicles.
 - Names and addresses of any people who were injured.
 - Names and addresses of any witnesses.
 - Name, address, insurance company, and insurance policy number from other vehicle owners.
- (2) Be exact. (Spell names correctly. Give street addresses by number. State visible damage. Note the date and time of the accident and road conditions that may have contributed to the accident. Show exactly where vehicles were before and after the accident and what obstacles blocked the driver's view.)
- (3) Give no opinion about who was at fault. Be polite. Try to get all the necessary information.

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e. **Unattended Vehicles.**

- (1) You must make a reasonable effort to find the owner of an unattended vehicle or other property that may be damaged as a result of an accident.

(2) If no one can be located, leave a note that can easily be found at the scene of the accident.

- Include your name, address, driver's license number, the date and time of the accident, and an estimate of the damage.
- You must also report the accident to the police (normally within 24 hours).

f. Arriving at an Accident.

(1) Someday you may come upon the scene of a traffic accident in which there are serious injuries and people who need help immediately.

(2) If police or medical help is already there, do not complicate the situation by stopping or blocking the roadway to see what has happened. Move on as officers direct.

(3) If you are the first one there, you should stop and try to do everything you can to help the victims.

(4) Even if you have no knowledge of first aid, you can still be of assistance by warning other traffic and sending someone for help.

(5) Do what you can, then wait for qualified help to arrive.

3. SUMMARY.

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a. **Recap Main Points.** Call on students to answer questions presented on Transparency 4-177.

b. **Allow for Questions.**

c. **Clarify Questions.**

d. **Give Closing Statement.** If you are involved in a motor vehicle accident, take certain steps to protect your own interest and to aid others involved in the accident. Remember all motor vehicle accidents must be reported to police.

E. SAFETY RESTRICTIONS. None.

F. ADDITIONAL COMMENTS AND INFORMATION. None.